



Job Title:	Office Assistant	Reports to	Finance Director
Location:	SWC Office	Travel Required:	Local: Limited Out-of-Area: No
Level/Salary Range:	Band A	Position Type:	Regular Full-Time (40 hours/week) Non-Exempt

Job Description

Nature of the Work

Under the general supervision of the Finance Director, this position is responsible for ensuring the smooth operation of the office by assisting with a variety of administrative and fiscal functions. This includes providing administrative support to the Chief Executive Officer and Chief Operations Officer; supporting the finance department with administrative duties; supporting various SWC staff with administrative functions; assisting on a wide variety of events and meetings; and ensuring the office has all supplies necessary to function smoothly. Responsibilities are varied and are both technical and paraprofessional in nature. Requires an efficient individual who can multi-task and prioritize. Employee will be seated at the front desk of a primarily quiet professional office but will have regular contact with both inside and outside sources to supply or obtain factual information. Duties are sedentary to light in nature and require normal attention to prevent errors. May be required to work other than a traditional work week on limited occasions, which includes early morning meetings. Infrequent local travel is required.

Supervision

General objectives are established and the employee is required to select their own method of attainment with guidance and support from supervisor.

Essential Job Functions

- Present a professional, welcoming first contact to customers, community and business partners, funders, vendors, board members, staff, media, etc. by phone, in person, and email. Maintain cleanliness of lobby and workspace.
- Assist with scheduling meetings and events, meeting notes and minutes, coordinating communications between CEO/COO and board and community members, prepare correspondences for signature, making travel arrangements, maintaining and updating administrative files, and maintaining confidentiality.
- Responsible for accounts payable including reviewing for completeness and accuracy, entering into accounting tracking systems, processing payments, and organizing files and documentation; bank deposits and cash entries; processing and reconciling travel requests; generating reports for the Finance Director; reconciling accounts payable, obligation register and other accounts, as assigned; and maintaining the finance and administrative records through filing, retrieval, retention, storing, coding, and purging.
- Assist with meeting and project support including document creation and distribution, scheduling, printing, copying, ordering, purchasing supplies and materials, room rentals, acquiring catering, maintaining office meeting space schedules, meeting and room set up and clean up.
- Maintain mailing lists, creating basic communications documents, perform basic updates to the organization's website, ensure all on-line and printed information is up-to-date and accurate, and assist



with various public mailings and electronic communication including by collecting information for monthly newsletter.

- Develop and implement efficient office systems including ordering and purchasing, keeping office equipment maintained, incoming and outgoing mail, shipping and receiving, and managing supplies and storage space.
- Other related duties as assigned.

Requirements

- Ability to learn the basics of non-profit/governmental accounting and administrative principles and procedures.
- Ability to think critically and maintain attention to detail.
- Professional demeanor and excellent interpersonal and communication skills.
- Ability to establish and maintain effective working relationships.
- Ability to work in a fast-paced, time-sensitive environment with attention to detail and accuracy.
- Ability to organize and prioritize work independently and carry out general assignments.
- Proficient in Microsoft Office.
- Ability to maintain strict confidentiality.
- Skill in planning and organization.
- Ability to see, with or without corrective lenses, well enough to read standard text displayed on a computer screen.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone and communicate with groups.
- Enough manual dexterity to write and use office equipment.
- Enough physical mobility to move about the office.
- Repetitive use of hands and wrists on computers and telephone.
- Ability to lift and carry up to 20 pounds.

Minimum Education and Experience

Graduation from an accredited two-year college with a degree in accounting, business, office administration, communication, or related field; and at least one year related professional experience relating to this position. Additional experience may substitute for the education requirements on a year for year basis. Experience with Abila fund accounting software a plus.

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New: August 2019

Revised: N/A

Employee

Date

Supervisor

Date